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RULES FOR FILING CARDS

IN THE DICTIONARY CATALOGUES OF THE CARNEGIE LIBRARY OF PITTSBURGH

THIRD EDITION

PITTSBURGH
CARNEGIE LIBRARY
1926

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The following rules, based on the practice of the Catalogue Department, are intended to govern the filing of *printed* cards in card catalogues of the Carnegie Library of Pittsburgh. The rules were originally compiled by Miss Margaret Mann in 1915. They are based on the fourth edition of Cutter's "Rules for a Dictionary Catalogue".

HOW TO ALPHABET THE L.C. CARDS.

The aim in alphabeting is to have the cards follow one another like the words in a dictionary or the entries in an encyclopedia.

The secret of rapid and easy alphabeting is to reduce the work to as mechanical a process as possible. Let the mind think of but one point at a time, and the hands will work the faster.

1. First, then, if you have a quantity of entirely unarranged cards to alphabet, whether two dozen or a thousand, sort them out by the first letter of the first word as follows:

Adopt a regular order for the 26 letters of the alphabet, and place the cards in rows on your table-

A	F	K	P	U
B	G	L	Q	V
C	H	M	R	W
D	I	N	S	XY
E	J	O	T	Z

In sorting by the "first letter" it is well to remember that an initial definite or indefinite article is to be disregarded. But cases of this kind are infrequent in the heading: they occur mostly in "titles" below the heading. The ordinary heading (surname of a personal author) is printed ready for alphabeting by its first letter; the only exception occurs in arabic surnames like "al-Hassan", where the "al" is the definite article, is printed with small "a" and is to be disregarded in arrangement. Also disregard I., K. (or KK) and R.

2. Secondly, after sorting your cards into 25 groups or piles by the first letter, take your first group, and if that contains more than a dozen cards, clear a space and sort this lot by the second letter: Aa, Ab, Ac, and so on.

If the quantity of cards is large, it may be necessary to continue the sorting by the third letter. Beyond the third letter it is generally better to sort by whole words rather than by fourth letters.

3. Whenever by this "sorting" of lay-down process your piles are reduced to a dozen cards each or less, your work becomes easier and quicker if you reverse the process and begin to "pick-up" cards.

Begin with the pile furthest to your left, which of course precedes alphabetically all the other piles. Pick up the cards on top with your left hand and slip it into your right between thumb and first two fingers. Then (with your left again) pick up the next with reference to the other and either in front of or behind it according as it should precede or follow the first alphabetically. If it precedes the first, it should lie on top of it, but "spread" downward so that the heading of the first card may still be seen. This fan-shape arrangement in the right hand with the left ends of the cards spread so as to show the headings, enables you very readily to compare each succeeding card as you pick it up with those already placed, and to slip it rapidly before, behind, or between them where it belongs.

The hand and eye cannot hold and compare more than about a dozen cards this way to advantage, and that is the reason why the preliminary "sorting" process should be continued until each pile is reduced to about a dozen.

4. When the first pile has thus been completely alphabeted, stand it in a box or tray, face downward, and place behind it in succession the other lots as they are finished. These cards are now ready to be "filed" in the main catalog.

After one has learned the essentials as to the order in which the cards are to be arranged and the general method of doing the work, strict attention should be given to formation to a correct habit of working. The hands should move fast practically all the time. If they do not, it is a sign that the assistant is handling too large combinations, is not sorting the combinations out systematically, or is "mooning" over the work. When one is too tired to move briskly, it may be advantageous, even for those who are sorting at piece work, to stop for a while until eyes and mind are rested.

These four rules cover the mechanical side of ordinary alphabeting. The literary or intellectual side demands many more rules about foreign alphabets, compound words and names that stand for different persons of things. Most of these rules are adapted from outter, but with some modifications.

C

Rules for Filing Cards

Abbreviations.

Arrange abbreviations as if spelled in full ~~(except Mr. and Mrs.)~~, and elisions as if one word. The French d' and l' are not to be treated as part of the following word.

Example

A B C of swimming.
American Iron and Steel Association.
American Jewish Historical Society.
American Library Association.
A. L. A. booklist.
A. L. A. catalog.
American Library Institute.
Art de linguistique.
Art de l'instruction.
Art d'économiser.
Art des mines.
Art d'être grandpère.
Art digne.
Art d'instruire.
Dr. Latimer.
Doctor Luke.
Dr. North.
Mozart, W. A.
Mr. Dooley.
Mrs. Tree.
Much ado about nothing.
Who goes there?
Who'd be king?
Who's who.
Whose home is the wilderness.

Mme. = Madame.
Mlle. = Mademoiselle.
Mr. = Mister.
Mrs. = Mistress.
M. = Monsieur.

Art d'economiste
Art d'être grandpère.
Art d'instruire.
Art de l'instruction.
Art de linguistique.
Art des mines.
Art digne.

Arrange proper names beginning with M', Mc, St., Ste. as if spelled Mac, Saint, Sainte.

Example

Maclaren, J. M.
M'Laren, J. T.
McLaren, L. L.
M'Laren, R. S.
MacLaren, W. W.
Saint Pierre, J. H. Bernardin de.
St. Vincent, J. J.
Ste. Anne des Monts.
Sainte-Beuve, C. A.

Added entry. *See* **Author arrangement.—Place** (country, state, city).

Ampersand.

Character "&" is alphabeted as "and", "et", "und", etc., according to the language used.

Example

Art & craftsmanship.
Art & artistes au 18e siècle.
Berlin & the German empire.
Berlin & seine bauten.

Analytical entries.

Author. File by author and title underscored in contents, disregarding author and title of the main book.

Subject. File first by subject at top of card, second by author of analytical underscored in contents and third by title of analytical. If there is no author in contents, file by the author of the main book.

Sample cards

Donnay, Maurice.

Clark, Barrett Harper, *ed.* 842 C51

Three modern plays from the French, with a preface by Clayton Hamilton. Holt, 1914.

Contents.—The prince d'Aurec, by Henri Lavedan.—The pardon, by Jules Lemaitre.—The other danger, by Maurice Donnay.

England. History. Norman period.

Oman, Charles William Chadwick, *ed.* 942 O24h

History of England. v.2, 4–5. Methuen, 1904–05.

v.2. England under the Normans and Angevins, 1066–1272, by H. W. C. Davis.
v.4. England under the Tudors, by A. D. Innes.
v.5. England under the Stuarts, by G. M. Trevelyan.

China. Politics and government.

Johnson, Samuel, 1822–82. 299 J36

Oriental religions and their relation to universal religion; China. 1877.

"Fung-shui," p.715–717.

Contents.—ELEMENTS: The Chinese mind.—Labor.—Science.—External relations.—Ethnic type.—Resources.—STRUCTURES: Education.—Government.—Language.—Literature.—History.—Poetry.—SAGES: Rationalism.—Confucius.—Doctrine of Confucius.—Influence of Confucius.—Mencius.—BELIEFS: Foundations.—Buddhism.—Missionary failures and fruits.—Tao-ism.—Philosophy.

Apostrophe. *See* **Punctuation marks.**

Articles.

Disregard article at the beginning of an entry, but consider if not the first word. Note that where the article is combined with a preposition, it is to be considered in filing.

Example

The man of his time.	Frau Holde.
Man of mark.	Die Frau Marchesa.
A man of the age.	Frau Sorge.
Man of the world.	Eine frau wie du.
The man of yesterday.	Frau Wilhelmine.
Un homme d'affaires.	
L'homme de neige.	
Homme du peuple.	
L'homme qui rit.	

Articles in foreign languages——— Use C card preference to tr

Bohemian.

No articles.

Croatian.

No articles.

Danish or Norwegian.

Singular		*Plural*	
n.	*common*		
den	det	de [di]	the
en	et		a

Dutch.

	Singular			*Plural*	
	m.	*f.*	*n.*		
nom.	de	de	het, 't	de	the
gen.	des	der	des	der	
dat.	den	der *or* de	het	den	
acc.	den	de	het, 't	de	

	m.	*f.*	*n.*	
nom.	een	eene	een	a
gen.	eens	eener	eens	
dat.	eenen *or* een	eener *or* eene	eenen *or* een	
acc.	eenen *or* een	eene	een	

Articles in foreign languages—*continued.*

French

	Singular			*Plural*	
		Before vowel			
	m.	*f.*	*m. & f.*	*m. & f.*	
nom.	le	la	l'	les	the
gen.	du	de la	de l'	des	the
dat.	au	à la	à l'	aux	the
acc.	le	la	l'	les	the
	un	une			a

German.

	Singular			*Plural*	
	m.	*f.*	*n.*	*m. f. n.*	
nom.	der	die	das	die	the
gen.	des	der	des	der	the
dat.	dem	der	dem	den	the
acc.	den	die	das	die	the
nom.	ein	eine	ein		a
gen.	eines	einer	eines		a
dat.	einem	einer	einem		a
acc.	einen	eine	ein		a

Greek, Modern.

	Singular			*Plural*			
	m.	*f.*	*n.*	*m.*	*f.*	*n.*	
nom.	hō	hē	to	hoi	hai	ta	
gen.	tou	tēs	tou	tōn	tōn	tōn	the
dat.	toi	tēi	toi	tois	tais	tois	the
acc.	ton	tēn	to	tous	tas	ta	the

No indefinite article.

Hungarian.

a, az	the
egy	a

Italian.

	Singular			*Before vowels*	
	m.	*m.*	*f.*	*m. & f.*	
nom. acc.	il	lo [1]	la	l'	the
gen.	del	dello	della	dell'	the
dat.	al	allo	alla	all'	the
abl.	dal	dallo	dalla	dall'	the

Articles in foreign languages—*continued.*

	Plural			*Before vowels*		
	m.	*m.*	*f.*	*m.*	*f.*	
nom. acc.	i	gli	le	gli[2]	le	the
gen.	dei	degli	delle	degli	delle	
dat.	ai	agli	alle	agli	alle	
abl.	dai	dagli	dalle	dagli	dalle	

[1] lo is used before *s* followed by another consonant; also before *z*.
[2] The *i* of *gli* is elided only when the following word begins with an *i*.

	m.	*f.*	
nom. acc.	un	una	a
gen.	d'un	d'una	
dat.	ad un	ad una	
abl.	da un	da una	

Latin.
No articles.

Lithuanian.
No articles.

Norwegian. *See* Danish or Norwegian.

Polish.
No articles.

Portuguese.

Singular		*Plural*		
m.	*f.*	*m.*	*f.*	
o	a	os	as	the
um	uma			a

Roumanian
The definite article is attached as a suffix to the word it makes definite.

	Singular		*Plural*		
	m.	*f.*	*m.*	*f.*	
nom. acc.	un	o	unii	unele	a
gen. dat.	unui	unei	unor	unor	

Russian.
No articles.

Servian.
No articles.

Spanish.

	Singular			
	m.	*f.*	*n.*	
nom.	el	la	lo	the
gen.	del	de la	de lo	
dat.	al, para el	á la, para la	á lo, para lo	
acc.	el, al	la, á la	lo, á lo	

Articles in foreign languages—*continued.*

	Plural		*Neuter has no plural*
	m.	*f.*	
nom.	los	las	the
gen.	de los	de las	
dat.	á los, para los	á las, para las	
acc.	los, á los	las, á las	
	un	una	a

Swedish.

Singular		*Plural*	
m. & f.	*n.*		
den	det	de	the
en	ett		a

Ukrainian.
No articles.

Associations. *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

Author arrangement.

1. Author as main entry,
2. Author as secondary entry, except joint author
3. Works about an author.

1. Author as main entry.

Arrange in one alphabet works either written, compiled, edited, translated, or written jointly with another. Author of analytic, underlined in note or contents, should be filed in its alphabetical place in the above group, arranged by the title of the analytic rather than the title of the book. In case title of separate work and of analytic are the same, file separate work first.

Single works, collected works, works, Reims verne gesammelte verne pe

See also Analytical entries.

2. Author as secondary entry.

Arrange in one alphabet, after all authors as main entry, all secondary author entries. These include added entries under compiler, editor, translator, illustrator, publisher. Arrange these secondarily by the main author of the book, not by title.

author files with main entry card title

3. Works about an author.

Arrange in one alphabet, after all secondary entries, the works about an author. Arrange these secondarily by the author of the book; if an analytical entry, arrange secondarily by author of the analytic. Anonymous works about an author file secondarily under the title of the work.

Author arrangement—*continued.*

Example

1. Lang, Andrew.
   Ballads of books.

   Lang, Andrew, and others.
   A batch of golfing papers.

   Lang, Andrew, comp.
   Blue poetry book.

   Lang, Andrew.
   Complete works.

   Lang, Andrew, & ~~Lang~~, John.
   Highways and byways in the Border.

   Lang, Andrew.
   Marett, R. R. ed.
   Anthropology and the classics.
   Contents.—Homer and anthropology, by Andrew Lang.

   Lang, Andrew.
   Homer and the epic.

   Lang, Andrew, ~~& Mason, A. E. W.~~
   Mason, Alfred Edward Woodley, ~~& Lang, Andrew~~.
   Parson Kelly.

   Lang, Andrew, ed.
   Red fairy book.

2. Lang, Andrew, tr.
   Homer.
   Iliad; tr. by Andrew Lang.

   Lang, Andrew, ~~and others, tr.~~
   Homer.
   Odyssey; tr. by Andrew Lang.

   Lang, Andrew, ed.
   Lang, Mrs. Leonora Blanche.
   Book of saints and heroes.

3. Lang, Andrew.
   Gosse, E. W.
   Andrew Lang.

   Lang, Andrew.
   James, Henry.
   Lang; a biography.

   Lang, Andrew.
   Lang, Andrew.
   Letters.

Author arrangement—*continued.*

Lang, Andrew.
Matthews, Brander.
Aspects of fiction.
Contents.—American literature.—The penalty of humor.—Two Scotsmen of letters; Andrew Lang, R. L. Stevenson.

See also Bible.—Homer.—Periodicals.—Place (country, state, city). Shakespeare, William.—Wagner, Richard.

Bible. Arrange as follows:

I. Whole Bible.

1. Bible treated as author, i.e. text.
   a. English text.
      Arrange [alphabetically by title] by date of edition.
   b. Foreign texts (include English here)
      Arrange alphabetically by name of language.
   c. Selections.
2. Bible treated as subject, i.e. works about the Bible.
   Arrange alphabetically under the various subdivisions.

Example

Bible. Whole. Antiquities.
Bible. Whole. Authority, inspiration, criticism.
Bible. Whole. Bibliography.
Bible. Whole. Biography.

II. Old Testament.

1 and 2 arrange as in whole Bible, Hebrew following Polyglot.
3. Collections of single books. (Except 4 and 6.)
4. Hexateuch, Pentateuch, etc.
   Arrange according to number of books included, the collection containing the largest number coming first.
5. Single books, arranged in the order of the English version, illustrative works on each book following the editions of the text of that book.
6. Collections of the prophetical books follow the Song of Solomon.
7. Apocrypha.
8. Apocryphal books.

III. New Testament.

1 and 2 arrange as in whole Bible, Greek following Polyglot.
3. Collections of single books. (Except Gospels and Epistles.)

Bible—*continued.*

4. Gospels.
5. Single books, arranged as in Old Testament.
6. Collections of the Epistles follow the Acts.
7. Apocryphal books.

Arrangement of books of the Old Testament.

Genesis.	Esther.	Amos.
Exodus.	Job.	Obadiah.
Leviticus.	Psalms.	Jonah.
Numbers.	Proverbs.	Micah.
Deuteronomy.	Ecclesiastes.	Nahum.
Joshua.	Song of Solomon.	Habakkuk.
Judges.	Isaiah.	Zephaniah.
Ruth.	Jeremiah.	Haggai.
Samuel.	Lamentations.	Zechariah.
Kings.	Ezekiel.	Malachi.
Chronicles.	Daniel.	Apocrypha.
Ezra.	Hosea.	Apocryphal books.
Nehemiah.	Joel.	

Arrangement of books of the New Testament.

Matthew.	Ephesians.	Hebrews.
Mark.	Philippians.	James.
Luke.	Colossians.	Peter.
John.	Thessalonians.	John, Epistles.
Acts.	Timothy.	Jude.
Romans.	Titus.	Revelation.
Corinthians.	Philemon.	Apocryphal books.
Galatians.		

Business firms. *See* **Firms.**

Charters (as subhead). *See* **Place** (country, state, city).

Chronological arrangement. *See* **Congresses.—History.—Maps.—Personal names, forenames and surnames the same.**

City. *See* **Geographical names.—Place** (country, state, city).

Classical names. *See* **Personal names, Greek and Latin.**

Compiler. *See* **Author arrangement.**

Compound forenames. *See* **Forenames.**

Compound names of places, subjects, societies, institutions. *See* **Place, compound names of places, subjects, societies, institutions.**

Compound personal names. *See* **Personal names, compounded of two names.—Personal names with prefix.**

Compound words. *See* **Hyphened words.—Place, compound names of places, subjects, etc.**

Conferences. *See* **Congresses.**

Congresses.

When congresses and conferences are distinguished by number or date, arrange by number or date, not alphabetically.

Example

International Congress of Applied Chemistry (7th), London, 1909.

International Congress of Applied Chemistry (8th), Washington and New York, 1912.

Constitution (as subhead). *See* **Place** (country, state, city)

Corporate entry. *See* **Congresses.—Firms.—Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

Country. *See* **Place** (country, state, city).

County. *See* **Geographical names.**

Dates. *See* **Numerals.**

Directories (as subhead). *See* **Place** (country, state, city).

Edition. *See* **Title.**

Editor. *See* **Author arrangement.**

Elisions. *See* **Abbreviations.**

Family names. *See* **Personal names compounded of two names.**

Figures. *See* **Numerals.**

Firms.

When a publisher or a firm name is same as personal name, file by forename in its alphabetic place among the personal names. If firm name has no forename, file after personal names.

Example

Jones, J. C.
Jones (L. M.) & Son, N. Y.
Jones, R. B.
Jones (Robert) Company, Philadelphia.
Jones, Robert Henry.
Jones & Laughlin Steel Co., Pittsburgh.
Jones, Miller, and Co., N. Y.
Jones, Smith, and Brown, Boston.

Foreign titles. *See* **Translations.**

Forenames.

Forenames used as headings precede surnames.

Example

Christian II.
Christian, James.
The Christian. Caine, Hall.
Christian art.

Headings like Charles, George, Henry, etc., arrange in the following groups:

1. Saints.
2. Popes.
3. Sovereigns.
4. Princes and nobility.
5. Others.

The saints are arranged secondarily by their usual appellatives, the popes by their number. Sovereigns in alphabetic order of countries and under countries numerically. Other persons are arranged secondarily by their usual appellatives.

Example

John, *St.*
John of Damascus, *St.*
John X, *pope.*
John XXI, *pope.*
John, *king of England.*
John V, *king of Portugal.*
John III, *king of Sweden.*
John of Austria, *prince.*
John IV, *duke of Bretagne.*
John, *duke of Burgundy.*
John of Gaunt, *duke of Lancaster.*
John of Fordun.
John of Parma.
John of Salisbury, *bp.*
John, Griffith.
John Crerar Library, Chicago.
John Halifax, gentleman.

Note that emperors are not to be separated from kings.

Such names as Frederick William, Ernest August Charles, Charlotte Augusta, Marie Antoinette, may be regarded as compound forenames. They should be arranged in the above groups, the compounds of each group following the single names.

See also Personal names, forenames and surnames the same.

Geographical names.

When the same word serves for several kinds of heading, the order is: person, place, subject, title.

Example

Buffalo, N. Y.
Buffalo (animal).
Buffalo Bill's wild West show.
Washington, George.
Washington (state).
Washington, D. C.
Washington, Pa.
Washington Adams in England.
Washington County, Pa.
Washington Literary Society.

When state and city have the same name arrange as follows: If city is in state city files first: If city is in another state the name of the state is considered in alphabeting.

When ~~states and cities~~ have the same name, arrange first state (official followed by non-official entries), ~~second city (official followed~~ by non-official entries). When colony territory and state have the same name the order is 1- Colony 2- Territory 3- State.

County of the same name is filed in its alphabetical place and the word county is considered in alphabeting. The filing of New York county is an exception to this. For its arrangement see example under Place (country, state, city).

Institutions in a place file immediately after cards about that place rather than after all places of that name.

Example

Washington (state)—Geological survey.
Washington, D. C.
Washington (D. C.) Playground Association.
Washington, Pa.
Washington and Jefferson College.
Washington College.
Washington County, Ohio.
Washington County, Pa.
Washington in Lincoln's time.
Washington national monument.
Washington (state) University.

See also Place, compound names of places, subjects, etc. —Place (country, state, city).—Subject (as subhead).

Government entries. *See* **Place** (country, state, city).

Greek names. *See* **Personal names, Greek and Latin.**

History.

When the history of a country is subdivided by periods or events, these subdivisions are arranged chronologically, not alphabetically.

Example

United States. History. Colonial period.
United States. History. Revolution.
United States. History. War of 1812.
United States. History. Civil War.
United States. History. Reconstruction period.

The Revolution and the Civil War are subjects which include so much material that they have been subdivided. The subdivisions are arranged alphabetically.

Example

United States. History. Civil War. Bibliography.
United States. History. Civil War. Biography.
United States. History. Civil War. Campaigns and battles.
United States. History. Civil War. Finance.
United States. History. Civil War. Poetry.

Homer. See typed sheets at end of this book.

Arrange entries in the following order:

1. Collected works arranged alphabetically by title.
2. Commentaries and criticisms on collected works arranged alphabetically by author.
3. Dictionaries and concordances.
4. Separate works in one alphabet arranged by title. Under each work arrange first the texts, then books about it, arranged secondarily by author of book.
5. Homer for children.

Example

1. Homer.
   Opera Græco-Latina.

   Homer.
   Works.

2. Homer.
   Clerke, A. M.
   Familiar studies in Homer.

   Homer.
   Lawton, W. C.
   Art and humanity in Homer.

Homer—*continued.*

3. Homer.
Autenrieth, Georg, ed.
Homeric dictionary.
Homer.
Ebeling, Heinrich, ed.
Lexicon Homericum.

4. Homer.
Battle of the frogs and mice (text).
Homer.
Battle of the frogs and mice (criticism).
Homer.
Hymns (text).
Homer.
Hymns (criticism).
Homer.
Iliad (text).
Homer.
Iliad (criticism).
Homer.
Odyssey (text).
Homer.
Odyssey (criticism).

5. Homer.
Brooks, Edward.
Story of the Iliad.
Homer.
Church, A. J.
Stories from Homer.

Hyphened words.

Arrange as if separate words, disregarding hyphen.

Example

Happy home.
Happy-Thought Hall.
Happy thoughts.

But file as one word the following:

Anti-Christ.
Bi-centennial.
Con-tect (weekly).
Co-operative.
Pre-historic.
Pre-Raphaelite.
To-day.

See also Place, compound names of places, subjects, etc.

Illustrator. *See* **Author arrangement.**

Initial articles. *See* **Articles.**

Initials.

Arrange all entries beginning with *initials only* before those beginning with full words of same initial letter. File initials standing for the name of a person before those beginning a title.

Example

T., H.
T., J.
T., L. G.
T., V.
T. R. in cartoons.
T. Tembarom.
Tabb, John Banister.
Table talk.

See also Abbreviations.

Institutions. *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

International congresses. *See* **Congresses.**

Inverted subject heading. *See* **Subject** (as subhead).

Joint author.

File with other works by the first author given in the entry at the top of the card, disregarding the name of the second author.

See examples under Author arrangement.

Latin names. *See* **Personal names, Greek and Latin.**

Mc, Mac. *See* **Abbreviations.**

Main entry. *See* **Author arrangement.**

Maps.

Arrange alphabetically by name of place. If there be more than one entry under a place, arrange chronologically.

Example

Maps—Paris.
Maps—Pennsylvania.
Maps—Pennsylvania. (1884.)
Maps—Pennsylvania. (1885.)
Maps—South America.

Mr. and **Mrs.** *See* **Abbreviations.—Personal names, titles of honor and distinction.**

Music.

Arrange in two files.

1. Books about music.
2. Musical scores.

Examples of headings and subheadings for musical scores

Music. Chamber music.
Music. Chamber music. Quartets. Strings.
Music. Chamber music. Quintets.
Music. Piano.
Music. Piano. Concertos.
Music. Piano. Duets.
Music. Piano. Mazurkas.
Music. Piano. Sonatas.

New York. *See* **Place** (country, state, city).

Noblemen. *See* **Forenames.**

Numerals.

Arrange titles beginning with numerals as if the figures were written out in the language of the rest of the title.

Example

Nineteenth army corps.	Achtspannig.
19th century almanac.	1813; kriegsbild.
Nineteenth century prose.	Acids.

Arrange numerals in English, 100, 1,000, 100,000 as if spelled out, one hundred, one thousand, one hundred thousand; not a hundred, a thousand, a hundred thousand. Such numbers over 1,000, as 1,500, 2,300, 1,000,000, arrange as if spelled out, one thousand five hundred, two thousand three hundred, one million; not fifteen hundred, twenty-three hundred, ten hundred thousand.

English and German numerals indicating years form an exception to this, and 1800, 1900, etc. are arranged as if spelled eighteen hundred, nineteen hundred, achtzehn hundert, neunzehn hundert, but corresponding French numerals are arranged as if beginning with *mil*, thus 1812 is arranged as if spelled mil huit cent douze.

Official publications. *See* **Place** (country, state, city).

Order of entries. *See* **Person, place, subject, title, having the same name.**

Ordinances (as subhead). *See* **Place** (country, state, city).

Periodicals.

When a periodical is used as an author, always file after entry for periodical itself.

Example

Review of reviews; monthly.
Review of reviews.
Annual index of periodicals and photographs.
Review of reviews.
Pittsburg; a new great city.

Person, place, subject, title, having the same name.

When the same word serves for several kinds of headings, the order is: person, place, subject, title.

Example

Buffalo, N. Y.
Buffalo (animal).
Buffalo Bill's wild West show.
Washington, George.
Washington (state).
Washington, D. C.
Washington, Pa.
Washington Adams in England.
Washington County, Pa.
Washington Literary Society.
Washington (state) University.

Personal names compounded of two names.

Arrange personal names compounded of two names, with or without a hyphen, after the first name but before the next longer word; all author names file before all subjects or titles beginning with the same name. Surnames with "family", "dynasty", or "house" should follow ~~plain surname and not be mixed with compound names or titles beginning with surname.~~ all combinations of surname. Hyphenated surnames with "family" etc., follow their specific form of name.

Example

Wood, William Wallace.
Wood family.
Wood-Jones, Frederic.
Woodberry, George Edward

1 Lloyd, William.
~~4~~ 5 Lloyd family.
5 6 Lloyd Brothers, Cincinnati.
2 Lloyd George, David.
~~3 Lloyd George family.~~
3 4 Lloyd-Williams, Richard.
6 7 Lloyd guide to Australasia.
7 8 Lloyd Library.

Personal names, forenames and surnames the same.

When surnames and forenames are the same, arrange chronologically if dates are given. Names without dates precede those with dates. If there are several they may be filed by epithet or title of honor, such as Capt., Rev., Sir.

Example

Scott, Walter, *M. A.*
Scott, *Sir* Walter.
Scott, Walter, 1854–96.
Scott, Walter, *b.* 1876.
See also Pseudonyms.

Personal names, Greek and Latin.

Arrange Greek and Latin personal names by their patronymics or other appellatives.

Example

Dionysius.
Dionysius Areopagita.
Dionysius Chalcidensis.
Dionysius Genuensis.

Personal names, titles of honor and distinction.

Pay no attention to prefixes as Mrs., Sir, Lady, etc., or to suffixes, as bp., graf, comte, baron, etc., unless forenames are the same, in which case use to distinguish. If there is no forename, but only a title or such term as Mother, Uncle, Professor, file before entries with forenames.

Example

Ross, Mother.
Ross, Professor.
Ross, A. C.
Ross, M. R.

Personal names with prefix.

A personal name with prefix is considered as one word.

Example

Demonstration.
Demophilus.
De Morgan.
Demosthenes.
Ducal palaces.
Du Chaillu.
Duchess of Malfi.
Lame dog's diary.
La Motte Fouqué.
Lamplighter.
Leslie.
Le Soudier.
Lessing.
Saint-Amand.
Sainte-Beuve.
Saintly lives.
Tenant of Wildfell hall.
Ten Eyck.
Tennis.
Vanadium.
Van Buren.
Vanity fair.

Pittsburgh. *See* **Place** (country, state, city).

Place, compound names of places, subjects, societies, institutions.

Arrange compound names of places and names of societies and institutions as separate words.

Example

New, John.
New Hampshire.
New legion of Satan. (Title.)
New Sydenham Society.
New thought.
Newark.
Newfoundland.
Newspapers.

But arrange as single words compound words which are printed as one. Do not file the same word in two places. Insert ... for correct form.

Example

Book-binding. See Bookbinding.
Book-keeping. See Bookkeeping
Book-plates.
Bookbinding.
Bookkeeping for retail stores.
Books and reading.
Bookselling.

Place (country, state, city). ~~(For United States, see exception at end of this section.)~~

1. Works by a country, state, or city as author.
2. Works about a country, state, or city.
3. Associations, institutions, or titles beginning with name of country, state, or city.

1. Arrange in one alphabet works by a country, state, or city as author, or author as secondary entry.

In these entries the name of place is followed by ~~dash~~ period and name of government department. Secondary entries are filed secondarily by title, not by main author of book. All secondary entries follow main entries.

Example

Canada. Geological survey.
Annual report.

Canada. Geological survey.
Young, G. A.
Descriptive sketch of the geology of Canada.
Issued by the Canada geological survey.

See

Place (country, state, city)—*continued.*

Canada—Geological survey.
Guide book.

Canada—Geological survey.
Reports of progress.

In a few cases the period is used instead of dash after name of place in official entries, but this does not change the order. These are for form headings such as Constitution, Statutes, Charter, and Ordinances, but the heading Directories, whether in main entry or secondary entry, is filed with works about a country, state, or city.

2. Arrange in one alphabet after works by a country, state, or city all works about a country, state, or city. In these entries the name of the place is followed by period and subdivision.

3. Arrange in one alphabet after works about a country, state, or city all associations, institutions, and titles beginning with its name. Disregard the comma which often follows the name of place in this form of entry.

Country

1. England. Admiralty.
   England. Education board.
   England. Parliament.
   England. Statutes.
   England. War office.

2. England—Army.
   England—History.
   England. Parliament. (For books about Parliament.)

3. England after the war.
   England, Church of.

State

1. Pennsylvania. Agriculture, Department of.
   Pennsylvania. Constitution.
   Pennsylvania. Education commission.
   Pennsylvania—State library.

2. Pennsylvania—Description and travel.
   Pennsylvania—History.
   Pennsylvania—Militia.

3. Pennsylvania farmer.
   Pennsylvania State Agricultural Society.
   Pennsylvania stories.
   Pennsylvania University.

Place (country, state, city)—*continued.*

City

1. Pittsburgh. Assessors.
   Pittsburgh. Charter. (As author.)
   Pittsburgh. Council.
   Pittsburgh. Health bureau.
   Pittsburgh. Ordinances.
   Pittsburgh. Public education board.
   Pittsburgh. Water bureau.

2. Pittsburgh. Charities.
   Pittsburgh. Charter. (For books about the charter.)
   Pittsburgh. Directories.
   Pittsburgh. History.
   Pittsburgh. Municipal improvement.
   Pittsburgh. Public education board. (For books about the board.)
   Pittsburgh. Streets.

3. Pittsburgh. Academy of Science and Art.
   Pittsburgh almanac.
   Pittsburgh. Chamber of Commerce.
   Pittsburgh mercury.
   Pittsburgh Survey.
   Pittsburgh the powerful.
   Pittsburgh. University.

In filing cards under New York, arrange.

4. New York (state).
   a. as author.
   b. as subject.
2. New York (colony).
3. New York (county).
1. New York (city).
   a. as author.
   b. as subject.
5. All titles, associations, periodicals, etc. beginning with New York.
   This includes city and state associations.
   The word *city* or *state* when enclosed in parentheses is to be disregarded in filing.

Example

1. New York (state)—Botanist.
   New York (state)—Education department.

Place (country, state, city)—*continued.*

New York (state). Geology.
New York (state). History.

2. New York (colony)—Council.

3. New York (county)—Court house board.

4. New York (city)—Health department.
New York (city)—Police department.
New York (city). Description.
New York (city). Police department. (For books about the department.
New York (city). Poor.

5. New York architect.
New York (state), Chamber of Commerce.
New York City Christian Science Institute.
New York, City Club.
New York Edison Company.
New York (city), Merchants' Association.
New York musical gazette.
New York, Shakespeare Society.
New York tribune.

Exception

Arrange entries under United States in two alphabets.

1. Works by or about the United States.

2. Associations, institutions, or titles beginning with United States.

The details of arrangement follow the preceding rules for country entries in general.

1. United States—Chemistry bureau.
United States. Forestry division.
United States. History.
United States. Post office. (For books about the department.)
United States—Post office department.
United States—President.
United States. President. (For books about the presidents.)
United States. Statutes.
United States—War department.

2. United States catalog.
United States Steel Corporation.

See also Geographical names.

Place subdivisions under subject. *See* **Subject** (as subhead).

Popes. *See* **Forenames.**

Possessive case. *See* **Punctuation marks.**

Prefixes. *See* **Personal names, titles of honor and distinction.—Personal names with prefix.**

Princes. *See* **Forenames.**

Pseudonyms.

A pseudonym follows a real name of the same form.

Example

Andrew, *pseud.*
Andrew, St.
Andrew, St., *pseud.*
Andrew, John.
Andrew, John, *pseud.*
Andrew, John Albion.

Publisher. *See* **Firms.**

Punctuation marks.

Disregard punctuation marks and apostrophe. The possessive case singular should be arranged with the plural.

Example

Boys' and girls' book.
Boy's book of rhyme.
Boy's Odyssey.
Boys of 1812.
Boys of Fairport.
Boys' own book.

Rulers. *See* **Forenames.**

Saints. *See* **Forenames.**

Same name used for several kinds of heading. *See* **Geographical names.**

Secondary entry. *See* **Author arrangement.—Place** (country, state, city).

"See also" cards.

"See also" cards follow entry of same heading.

Example

Children.
Children. *See also.*
Children. Care and training.
Children. Care and training. *See also.*

Series.

When a series entry consists of an author and title, arrange with other works by the same author as main entry, and arrange secondarily by the author of the individual book in the series. In case of numbered monograph series, arrange numerically.

Example

Minnesota University.
Alumni record.

Minnesota University. Current problems. (Series.)

Minnesota University.
President's report.

Minnesota University.
Studies in the physical sciences and mathematics. (Series.)

Minnesota University.
Vocations open to women.

Shakespeare.

Arrange entries in the following order:

1. Collected works in one alphabet.

2. Separate plays in one alphabet, arranged by name of play. Under each play arrange first the texts of the play, then works about the play, arranged secondarily by author of book. The poems of Shakespeare file after the separate plays and before works about Shakespeare.

3. Works about Shakespeare and the plays in general arranged alphabetically under subheadings.

Example

1. Shakespeare, William.
Complete works.
Shakespeare, William.
Dramatische werke.
Shakespeare, William.
Works.

2. Shakespeare, William.
As you like it (text).
Shakespeare, William.
As you like it (criticism).
Shakespeare, William.
Hamlet (text).
Shakespeare, William.
Hamlet (criticism).

Shakespeare.

1. Complete works.

    a. English. Arrange by date of edition; secondarily by editor.

    b. Translations. Arrange alphabetically by name or language.

2. Selected works.

    a. English. Arrange by date of edition.

    b. Foreign. Arrange alphabetically by name of language.

3. Selections.

    a. English. Main entry: arrange alphabetically by title.

        Added entry: arrange by main author of book.

    b. Foreign. Arrange alphabetically by language.

4. Comedies.

    Arrange by date of publication.

5. Poetical works.

    a. Collected. Arrange as "1" above.

    b. Single poems. Arrange alphabetically by original title.

6. Quotations.

    Arrange alphabetically by title.

7. Songs.

Arrange by date of edition.

~~8. Sonnets. (Arranged by date of publication)~~

~~8½. Tragedies~~

~~Arrange by date of edition.~~

~~9.~~ Single works.

Arrange alphabetically by original title.
Under each work arrange:

a. English by date of edition.

b. Translations by name of language.

c. Works about the play.

9. Poetical works (filed chronologically)

10. Wills (filed chronologically)

~~10. Paraphrases, tales, etc.~~

Arrange by ~~main author of book.~~

11. Spurious and doubtful works.

a. Collected; arrange by date.

b. Single works, by date.

12. Added entries.

Arrange by main author.

13. Works about Shakespeare.

Shakespeare—*continued.*

Shakespeare, William.
Winter's tale (text).

Shakespeare, William.
Winter's tale (criticism).

Shakespeare, William.
Poems.

Shakespeare, William.
Sonnets.

Shakespeare, William.
Venus and Adonis.

3. Shakespeare, William. Biography.
Shakespeare, William. Costume of the characters.
Shakespeare, William. Criticism.
Shakespeare, William. Music.
Shakespeare, William. Plots.
Shakespeare, William. Sources.
Shakespeare, William. Stories of the plays.
Shakespeare, William. Wit and humor.

Societies. *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

State. *See* **Geographical names.—Place** (country, state, city).

Statutes (as subhead). *See* **Place** (country, state, city).

Subject. *See* **Author arrangement.** Works about an author. **History.—Maps.—Music.—Person, place, subject, title, having the same name.—Place, compound names of places, subjects, societies, institutions.—Shakespeare.**

Subject (as subhead).

Arrange subheads of any subject alphabetically under subject. When a subject has country or place subdivisions, do not mix with other subheads but file in a second group after them.

Example

Railroads.
Railroads—Bibliography.
Railroads—Construction.
Railroads—Laws.
Railroads—Periodicals.
Railroads—Relation to the state.

Subject (as subhead).—*continued.*

After guide marked "Special localities" file by place.

Railroads. England.
Railroads. Iowa.
Railroads. New York (state).
Railroads. New York (city).
Railroads. Russia.
Railroads. United States.

File subheads separated from subject by comma in ~~one~~ file ~~with~~ after those separated by period.

Example

Ethics.—Dictionaries.
Ethics, Family.
Ethics, Practical.
Ethics, Social.
Ethics.—Societies.
Ethics, State.

Notice that Painting, Mechanical is not a subhead of Painting, but a separate subject.

Surnames. *See* **Personal names, forenames and surnames.**

Title.

The arrangement of title entries is first by the heading words; if they are the same, then by the next word; if that is the same, by the next; and so on. Every word, article (except initial article), and preposition included, is to be regarded.

Example

Uncovenanted mercies.
Under a cloud.
Under the ban.
Under the greenwood tree; a novel.
Under the greenwood tree; a poem.
Under which king.
The undone task.
The undone task done.

For inverted titles, disregard the comma.

Example

The revolt of youth.
Revolt, Poems of.
A revolt without occasion.

Title—*continued.*

If two or more titles under an author's name are the same, distinguish by edition or date. If they are the same to the first semicolon, distinguish by what follows.

Example

Thorndyke, E. L.
Educational psychology. 1903.

Thorndyke, E. L.
Educational psychology. 3v. 1913–14.

Rocheleau, W. F.
Great American industries; minerals.

Rocheleau, W. F.
Great American industries; products of the soil.

Rocheleau, W. F.
Great American industries; transportation.

Stories by foreign authors; German.

Stories by foreign authors; Italian.

Stories by foreign authors; Scandinavian.

See also Abbreviations.—Ampersand.—Articles.—Author arrangement.— Hyphened words.— Initials.— Numerical figures.— Person, place, subject, title, having the same name.—Place (country, state, city).—Punctuation marks.—Translations.

Titles of honor. *See* **Personal names, titles of honor and distinction.**

Translations.

see typed sheet opposite.

TRANSLATIONS. In the public catalogue of the Library of Congress entries for translations follow entries for original. As an aid to the filer the title of the original is pencilled on the upper right corner of entry for translation. In the case of classical and other authors for which there are scores or hundreds of entries, the subarrangement is indicated by guides, rendering the pencelled note unnecessary. In the main catalogue of the Card Division where the arrangement is designed to facilitate the quick location of the entry as copied from the title page, originals and translations are filed in strict alphabetical sequence except in the case of perhaps a score of classical and other voluminous authors. For the latter the subarrangement with guides similar to that in the public catalogue is used. The straight alphabetical arrangement is recommended for the average public libfary and most other libraries.

L.C. Public Catalog.	Card Division Catalog
Maeterlinck, Maurice.	Maeterlinck, Maurice.
Monna Vanna.	Der blaue vogel.
Maeterlinck, Maurice.	Maeterlinck, Maurice.
La Mort.	The blue bird.
Maeterlinck, Maurice.	Maeterlinck, Maurice.
Death.	Death.
Maeterlinck, Maurice.	Maeterlinck, Maurice.
L'oiseau bleu.	The life of the bee.
Maeterlinck, Maurice.	Maeterlinck, Maurice.
The blue bird.	Monna Vanna.
Maeterlinck, Maurice.	Maeterlinck, Maurice.
Der blaue vogel.	La mort.
Maeterlinck, Maurice.	Maeterlinck, Maurice.
La vie des abeilles.	L'oiseau bleu.
Maeterlinck, Maurice.	Maeterlinck, Maurice.
The life of the bee.	La vie des abeilles.

Translations—*continued.*

Maeterlinck, Maurice.
L'oiseau bleu.

Maeterlinck, Maurice.
La vie des abeilles.

If titles are exactly the same for a book in a foreign language and for its English translation, or, for an English book and its foreign translation, file English title first.

Translator. *See* **Author arrangement.**

Transposed subject headings. *See* **Subject** (as subhead).

Umlaut.

ä, ö, ü, in German to be considered ae, oe, ue
ä, å, æ, ö, ø, in Danish and Swedish to be considered aa, ae, oe

If two names are spelled exactly alike except for the umlaut, arrange by the forenames.

Example

Muller, Heinrich.	Müller, Heinrich.
Müller, Johann.	Muller, Johann.

When written oe, ae, ue, use both letters in filing.

Example

Goethe.	Hueffer.
Gold.	Huffman.

United States. *See* **Place** (country, state, city).

Wagner, Richard. See typed sheet following, at end of this book.

WAGNER.

In the Library of Congress the entries for the scores of Wagner's musical compositions are kept in the Music Division in an arrangement suited to the requirements of that Division. If these entries were kept in the main catalog the scores would probably be subarranged with his other works as shown below.

Collected works.
Conversations.
Correspondence.
  1-Complete collections.
  2-Single letters (alphabetic by addresses)
Poetical works.
Posthumous works.
Prose works.
~~Selected works.~~ Selections (Excerpts etc.)
Single works.
* 1-Scores.
  2-Text.
  3-Criticism of the work.
Added entries (sub arranged by author)
Books about (sub arranged by author)

If were thought best to file musical selections here, the arrangement might be alphabetic under the opera titles, and the order under the music might be,

Added entries (subarranged by author)
Books about (subarranged by author)

Wagner, Richard—*continued.*

6. Biography of Wagner. In this arrangement all autobiography is filed first, followed by lives of Wagner, arranged secondarily by the author of book.

Example

1. Wagner, Richard.
   Die kunst und die revolution.

   Wagner, Richard.
   Oper und drama.

2. Wagner, Richard.
   Lohengrin (score).

   Wagner, Richard.
   Parsifal (score).

   Wagner, Richard.
   Tristan and Isolde (score).

3. Wagner, Richard.
   Lohengrin (text).

   Wagner, Richard.
   Lohengrin (criticism).

   Wagner, Richard.
   Parsifal (text).

   Wagner, Richard.
   Parsifal (criticism).

4. Wagner, Richard.
   Gautier, Judith.
   Wagner and his poetical work.

   Wagner, Richard.
   Krehbiel, H. E.
   Studies in the Wagnerian drama.

   Wagner, Richard.
   Newman, Ernest.
   Study of Wagner.

5. Wagner, Richard.
   Barber, Grace Edson.
   Wagner opera stories.

   Wagner, Richard.
   Frost, W. H.
   Wagner story book.

   Wagner, Richard.
   McSpadden, J. W.
   Stories from Wagner.

Wagner, Richard—*continued.*

6. **Wagner, Richard, & Liszt, Franz.**
Correspondence.

Wagner, Richard.
Family letters.

Wagner, Richard.
Mein leben.

Wagner, Richard.
Chamberlain, H. C.
Richard Wagner.

Wagner, Richard.
Finck, H. T.
Wagner and his works.

Wagner, Richard.
Muncker, Franz.
Richard Wagner.

H O M E R U S.

1. Mss.

2. Collected works.

   a. Greek. Arrange by date of edition.

   b. Greek and any other language.

   c. Translations. Arrange alphabetically by name of language.

3. Selections.

   Arrange by date of edition.

4. Single works.

   Arrange alphabetically by original title. Under each work arrange,

   a. Texts by language. 1. Greek. 2. Translations. [English texts are arranged by translator].

   b. Selections.

   c. Summaries and paraphrases.

   d. Works about the book.

5. Added entries.

6. Books. about Homerus.

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